PROOF OF CLAIM

When filing a proof of claim in CMECF, the claim will be attached to the creditor record of the claimant. In the process of filing the claim, you must locate the creditor by searching the case's creditor database and then entering the claim information.
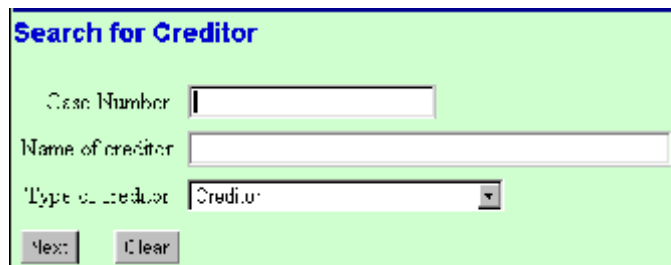
*   Click **Bankruptcy** on the CMECF Main Menu bar.

     The **Bankruptcy Events** screen appears as shown below.

*   Click **File Claims**

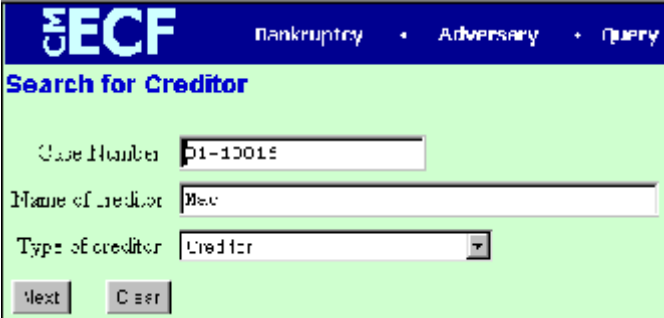   The **Creditor Search** screen appears as shown below.

*   Enter the case number in the Case Number box.

NOTE: At the **Creditor Search** screen, it is best if you **do not**
enter the creditor's full name in the **Name of creditor** field.

If you DO NOT enter the creditor's name,
click **Next** and proceed to **page 1.4**.

If you DO enter the creditor's name,
type only **a portion of the creditor's name** as shown
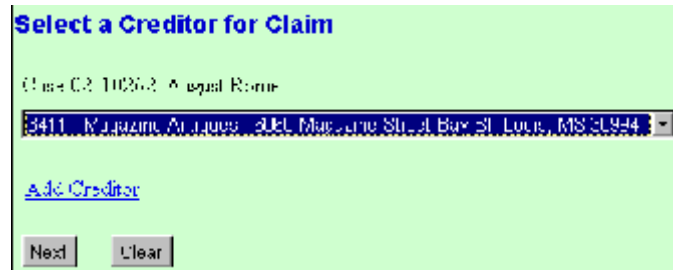in the Creditor Search screen shown below.

The **Type of Creditor** field default is "**Creditor**".

* Do not change the default in the **Type of Creditor** field.

NOTE: **The "Creditor Type" must match the Role used when the party
was added to the case's database.**

* Click **Next**.

The **Creditor <u>Selection</u>** screen appears as shown below.

Select a Creditor for Claim

Case 02-10262: August Rome

8411 - Magazine Antiques - 8361 Magazine Street, Box St. Louis, MS 30944

Add Creditor

Next   Clear
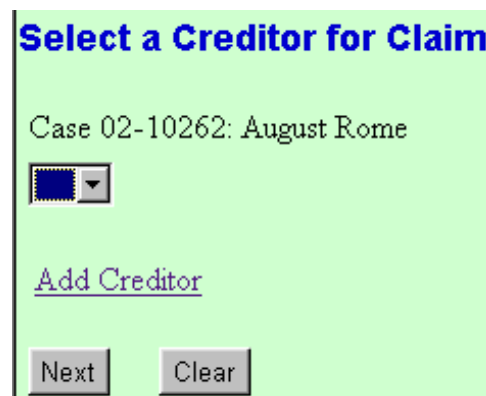
IF the creditor is in the case database, it will be highlighted or will appear by clicking the down arrow in the Creditor Selection screen as shown above.

*   Make the appropriate selection, click **Next** and proceed to Page 1.9.

If the creditor is NOT in the case database, the following screen will appear.

Select a Creditor for Claim

Case 02-10262: August Rome

Add Creditor

Next   Clear

*   Click the **Add Creditor** button and proceed to Page 1.5.

    *   **IF YOU DID NOT enter the creditor's name at the Creditor Search screen, the Creditor Selection screen appears with the first creditor on the mailing matrix highlighted as shown below.**

    *   Click the down arrow to the right of the box and select the correct creditor.

    *   Click **Next** and proceed to Page 1.9.

NOTE: If the creditor does NOT appear on the drop-down list, click the **Add Creditor** button and proceed to the next page.

* When you click the **Add Creditor** button, the next screen prompts for verification of the case number.

* Verify the case number then click **Next**.

The **Add Creditor** screen appears as shown below.
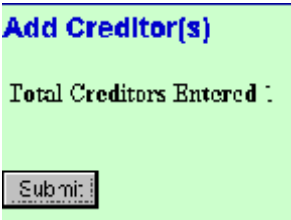
* Type the creditor's name and complete mailing address.

* In the **Type** box, accept the default of **Creditor**.

* At the **Creditor committee** prompt, accept the default of **No**.

* The default is **Continue to Enter** (other creditors). Change the default to **Last Entry**.

* Click **Next**.

The Add Creditor screen appears as shown below advising that you're adding one (1) creditor.
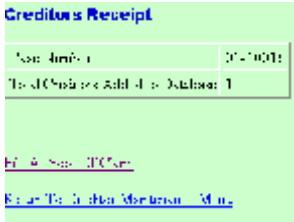
Add Creditor(s)

Total Creditors Entered :

Submit

* Confirm the addition and click the **Submit** button.

The Creditor Receipt screen appears as shown below verifying the addition of one (1) creditors to the database of the case.

Creditors Receipt

You may now proceed to file your proof of claim.

* Click **Bankruptcy** on the CMECF Main Menu bar.

  The **Bankruptcy Events** screen appears as shown below.
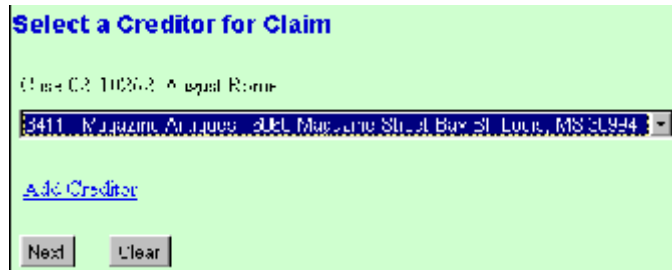

* Click **File Claims**

  The **Creditor Search** screen appears as shown below.

* Enter the case number in the Case Number box if not already entered.

* Do Not enter the creditor's name.

* Click **Next**.

The **Creditor <u>Selection</u>** screen appears as shown below.

Select a Creditor for Claim

Case C2 11026-2   Abigail Rome

3411   Magazine Antiques   3UEL Magazine Street Box St. Louis, MS 30944

Add Creditor

Next   Clear

*   Click the down arrow to the right of the box and make the appropriate creditor selection.

*   Click **Next** and proceed to the next page.

The **Proof of Claim** screen appears as shown below.

NOTE: **When entering amounts in the Proof of Claim screen, do not use $ signs or commas. You may use decimals.**

Enter the claim amount in one of the fields marked "Unsecured", "Secured", "Priority" or "Unknown."

DO NOT enter an amount in the "Total" field as doing so will cause the Notice of Electronic Filing to record the claim amount as "0" (zero).

* Enter the claimant's information in the appropriate field(s).

* When completed, click **Next**.

The **PDF Selection** screen appears as shown below.

You must locate, preview and associate the PDF file.

*   Click the **Browse** button.

The File Upload screen appears as shown below.

*   Click the down arrow to the right of the **Files of type** field as shown.

*   In the drop-down box, click on **All Files(*.*)**.

*   Locate the appropriate PDF file.

NOTE: **Always preview a file before you associate it
with the docket entry.**

*   To preview the file, right click on the file.

A drop-down menu as shown below will appear.

*   Click **Open** on the drop-down menu to view the file.

         The following screen will flash as Adobe Acrobat Reader opens.
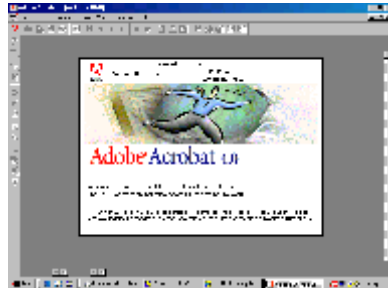
         The selected file will open with Adobe Acrobat Reader.

*   Check the file to confirm that it is the correct one.

*   Close Acrobat Reader by clicking the **X** on the (dark blue) Adobe Title Bar.

         This will bring you back to the File Upload window.

*   Double click the PDF file or click the **Open** button as indicated in the File Upload window below.
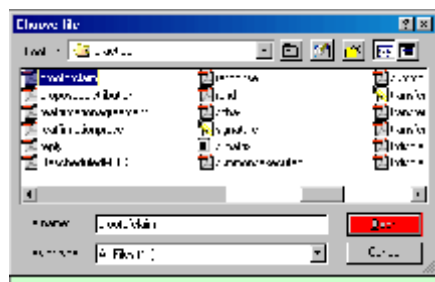
This associates the PDF file with the docket entry as shown in the screen below.

* **If there is an attachment to the file**, select the **Yes** box to the right of the "attachment" prompt.

* Click **Next** and proceed to the next page.

* **If there is no attachment to the proof of claim**, accept the default of **No**.

   This is your final screen! Your last chance to make corrections or to check information.

* If it's correct, click **Next**.

   The Notice of Electronic Filing appears as shown on Page 1.15.

IF THERE IS AN ATTACHMENT TO THE PROOF OF CLAIM,

NOTE: **The attachment will be a separate PDF file which contains, for example, an invoice, promissory note or some other support document.**

An attachment will be identified in the docket text and the attachment image will be accessible by clicking on the hyperlink within the docket entry.

* If you selected **Yes** to the "Attachment" prompt,

The **Attachment Selection** screen appears as shown below.

You need to locate, preview and associate the attachment file.

* Click the **Browse** button.

* Locate, preview and associate the attachment file.

*   After you have the attachment file associated with the entry, type a brief description of the attachment in the **Description** box as shown below.

*   Click the **Add to List** button.

The file is added to the **List** box as shown below and the cursor returns to Step 1 of the screen.

To include additional "attachment" files, repeat from Step 1 on the screen.

This is your final screen - the "screen of no return.".

*   If it's correct and all "attachment" files have been associated, click **Next**.

The Notice of Electronic Filing appears as shown below.

Notice of Electronic Claim Filing

The following transaction was received from Crotty, entered on 3/18/2002 at 10:08 AM CST

Case Name:	Abraham Lincoln and Mary Lincoln
Case Number:	01-10016
Creditor Name:	Magazine Antiques 6060 Magazine St. Bay St. Louis, MS 30934
Claim Number:	10
Total Amount Claimed:	$1235.50

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: L:/practice/proofofclaim.PDF
Electronic document Stamp:
[STAMP bkecfStamp_ID=938663450 [Date=3/18/2002] [FileNumber=34015-C]]
93cbea930anbC8a4471ba1c4189726e3395174c70729668cdfaa88eb6240fc1d0c8944
5a2c5d689ff2c90fcb4c6d090879f0b4be304dca9c14b20f31cd2c0b3471]
01-10016 Notice will be electronically mailed to:

Haty Crotty   hcrotty@mail.com

Hu Crotty   hcrotty@world.com.

01-10016 Notice will not be electronically mailed to:

Joe Cocker
8888 Old Glory Road
New Orleans, LA 70123

Allen Earvey
Seale Daigle & Ross
11750 Bricksome Ave.
Suite 3
Baton Rouge, LA 70816

Sherlock Eolmes
3456 North Causeway Blvd
Metairie, LA 70002